



# REQUEST FOR PROPOSAL

## RFP 2024-04

### 2024 MURAL PROJECTS along BROADWAY AVE

**Issue Date:** Friday, June 28, 2024

**Closing Date:** Friday, July 26, 2024 at 12:00 noon

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Wawa, ON P0S 1K0

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## **A. General Description of Project**

The Municipality of Wawa is issuing this Request for Proposal (“RFP”) to seek out a successful proponent to design a mural. This will involve *either* Option A – designing a mural at the Goose Nest Market, or Option B – designing a mural at the corner of Broadway and Main street. Additional details can be found in **Section C – Scope of Work**.

The successful proponent will have demonstrable experience in mural or other artistic design.

## **B. Community Background**

Governed by a Mayor and four (4) Councillors, the Municipality of Wawa is a single tier municipality located on the TransCanada Highway, 210 kilometers north of the City of Sault Ste Marie in the District of Algoma. Found in the northern portion of Algoma, the Municipality offers an excellent quality of life with great access to a large range of outdoor activities.

The Municipality has a population of approximately 3,000 residents and an economy principally based on tourism, mining, and forestry. The Municipality encompasses an area of about 480 square kilometers much of it of a northern rural nature.

As a municipality, Wawa is responsible for various activities governed by Ontario’s *Municipal Act, S.O. 2001* including taxation, roads, water and wastewater servicing, planning and building, recreation, policing, fire suppression and general government.

Wawa has an annual operating budget of approximately \$12 million. The annual capital budget can vary from \$3 million to \$5 million.

The Municipality aims for service excellence while offering a variety of amenities, facilities, programs and services that residents, visitors, businesses and customers need and expect. Municipal Council and staff are committed to building a focused, responsive, resource-conscious and results-oriented organization. Lastly, the Municipality and its staff are heavily guided by both a *Community Strategic Plan*, *Asset Management Plan* and a *Municipal Business Plan*.

### C. Scope of Work

The successful Artists, coordinating with the Director of Community Services and Tourism, will:

- Provide the Municipality with all documentation required before starting work
  - Requirements outlined in **Section F – Contractor Requirements**
- Design a mural for:
- **Option A: Goose Nest Market (approx. 100 sqft)**
  - Ties into the Goose Nest Market theme/concept
  - Nest as a symbol of home, growth, belonging, comfort, woven together with the Goose as a symbol of our community
  - Incorporates themes of crafting/makers/creating
  - Fosters a sense of belonging
  - Relatively singular in its message or story, not a multitude of different aspects/ideas/visuals/concepts pieced together (allowing space for more murals without repeating concepts)
  - Suitable for printing on 3M Building Graphic Film
  - Includes an interactive or 3D element (ex: dandelion blowing, wings, goose shapes mounted on the wall)
  - Proper shape and size, and scalable to the dimensions of the wall
- **Option B: Corner of Broadway / Main (approx. 75 sqft)**
  - Representative of Wawa's culture, landscapes, and/or history  
Examples may include but are not limited to:
    - Wildlife (Moose, bear, wolves, etc),
    - Lake Superior shoreline,
    - Local Indigenous Culture (Gitchee Goomee, Creation, etc),
    - Night sky/northern lights,
    - Group of 7
  - Relatively singular in its message or story, not a multitude of different aspects/ideas/visuals/concepts pieced together (allowing space for more murals without repeating concepts)
  - Suitable for printing on 3M Building Graphic Film
  - Proper shape and size, and scalable to the dimensions of the wall
- See **Appendix A** for photos of each building
- Provide the Municipality with digital artwork suitable for printing on 3M building graphic film
- Present a final draft to Municipal Council and building owners for approval
- Coordinate with the installing contractor for application and any 3D elements included as part of the design
- Complete and invoice all work within the outlined timeline (see Project Schedule below) and communicate with the Director through all stages of the Project.

**D. Contact**

Questions regarding this RFP should be directed to:

Alex Patterson  
Director of Community Services and Tourism  
Municipality of Wawa  
40 Broadway Ave, PO Box 500  
Wawa, ON P0S 1K0

Phone - 705-856-2244 ext. 242

Cell - 705-914-1158

Email – [apatterson@wawa.cc](mailto:apatterson@wawa.cc)

Website – [www.wawa.cc](http://www.wawa.cc)

Questions via email are the preferred method of contact. All questions and answers will then be distributed to all respondents as addenda.

**E. Proposed Project Schedule**

|                                       |  |
|---------------------------------------|--|
| RFP Issued                            | Friday, June 28, 2024                                    |
| Deadline for submission of proposals  | <b>Friday, July 26, 2024 12:00 Noon</b>                  |
| Opening of Proposals                  | Friday, July 29, 2024                                    |
| Awarding of Proposal                  | Tuesday, September 3, 2024                               |
| Project begins                        | Wednesday, September 4, 2024                             |
| Biweekly Updates (verbal)             | 1 <sup>st</sup> and 3 <sup>rd</sup> Friday of each month |
| Completion of Work and Final Invoice* | Friday, November 1, 2024                                 |

\*Work may be completed earlier; however this is the final deadline

**F. Artist's Work Schedule**

The artists' work schedule will begin as scheduled in the Proposed Project Schedule. It is expected to begin no later than DATE and continue until staff approve of the work completed, with a deadline of DATE for completion of work. A proposed work schedule including key dates and milestones for the Review process must be submitted as part of the proposal to ensure completeness of the process and all invoices are to be submitted according to the proposed project schedule in **Section E**.

**G. RFP Proposal Submission Requirements**

Contractors interested in providing these services must prepare and submit a Proposal that includes:

a) Cover Letter

The cover letter is to be signed by the artist who is authorized to execute a contract with the Municipality.

b) Design Narrative

This section shall briefly describe the proposed artwork. Include items such as elements that would be included, the focus of the artwork, and any draft or concept sketches that may be relevant to the final artwork.

c) Portfolio

Include up to 10 examples of previous work relevant to the project. This should include information such as the size, materials, cost and location of other public works. References from earlier projects are preferred but not required.

d) Subcontractors

Identify any portion of the scope of work that will be subcontracted. Include firm qualifications and key personnel, telephone number and contact person for all subcontractors. The Municipality reserves the right to approve or reject all Contractors or internal staff performing consulting services, proposed by the Contractor during or after the Contractor review and selection process.

e) Project Work Plan

A description of project understanding, detailed work approach and methodology will be identified. The work plan should list specific tasks and any specific considerations, options or alternatives. **Denote option A or B in the pricing** – proponents may choose one or both options to price. This must relate to each item as described in **Section C. Scope of Work**.

f) Project Schedule

Propose a timeline for completion of the review including start date, milestones and target date of completion.

g) Budget

Provide a detailed fee proposal by task for the services identified in the scope of work section of this proposal. Identify sub-tasks and the respective cost in your fee proposal as necessary. Hourly fees for additional or optional services that may be required shall also be included. Unless specified in the submission, the professional fee schedule shall include any costs associated with complying with the Municipality's insurance requirements. This fee proposal should break out as many portions as possible to clarify where project expenses will be incurred. Identify the cost of each Section as described in **Section C. Scope of Work**. Include the cost of materials furnished as well as rental of any equipment if required.

h) Deadline and Delivery

An electronic (PDF) version of the proposal shall be submitted to:

**Alex Patterson, Director CST**  
[apatterson@wawa.cc](mailto:apatterson@wawa.cc)  
**The Municipality of Wawa**  
**40 Broadway Ave, PO Box 500**  
**Wawa, ON**  
**P0S 1K0**

The deadline for the submission of a Proposal is: DATE at **12:00PM EST**. No other information submitted by facsimile or electronic mail (**except for the electronic PDF copy**) will be accepted unless otherwise requested by the Municipality during the proposal review process. **Proposals received after DATE at 12:00PM EST will not be accepted.**

**H. Budget**

There is an approved budget for this project. If the proposals received are considerably higher than this amount, a report to Council for additional funds will be required which may delay awarding of the project. Proposals should include details on the items that can be delivered within the scope with an associated budget.

The budget should also include costs for travel and other direct expenses associated with the project. Contractors are encouraged, but not required, to provide a detail of value-added services that can be provided at an additional cost, including the fees and rationale for undertaking them. This is to be a separate section.

**I. Indemnification, Hold Harmless and Insurance Requirements**

In addition to other standard contractual terms, the Municipality will require the selected vendor to comply with indemnification, hold harmless and insurance requirements as outlined below:

The Contractor shall indemnify and hold harmless the Municipality (including any of its bodies, agencies, councils and associations and their servants, agents, officers, directors, elected officials, successors, assigns, employees and personal representatives and each of them) from and against any loss resulting from negligence, claim, demand, damages, liability, and costs and permitted assigns. This provision shall survive termination of any agreement resulting from this RFP.

The vendor shall procure and maintain, for the duration of this contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his/her agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Contractor. Insurance shall meet or exceed the following unless otherwise approved by the Municipality.

**Insurance Requirements**

a) Worker's Compensation coverage as required by the Province of Ontario.

**J. Equal Opportunity**

The Municipality is an equal opportunity employer and requires all Respondents to comply with policies and regulations concerning equal opportunity. The Respondent, in the performance of this contract, agrees not to discriminate in its employment due to an employee's or applicant's race, religion, national origin, ancestry, gender, sexual preference, age, physical handicap or any other characteristic protected by law.

**K. Accessibility**

The Municipality is committed to and working toward ensuring municipal services is accessible to all. We strive to meet or exceed the standards set by the *Accessibility for Ontarians with Disabilities Act* ("AODA") which are rules established by the Province to help businesses and organizations identify, remove and prevent barriers to accessibility. The AODA requires accessibility of goods, services, facilities, accommodations, employment as well as information and communication.

**L. Sustainability**

The Municipality recognizes that being sustainable is a responsibility of the Municipality essential to long-term economic prosperity, the social well-being of its residents and protecting environmental capacity and can only occur through community engagement and involvement.



### **M. Review and Evaluation Process**

The selection of an artist will take place through public review and voting, a committee of council and residents, and a staff review of the submissions. The scoring breakdown will be as follows:

- Public Vote on submissions (2-week period): 40%
- Committee review and scoring: 40%
- Staff review and scoring: 20%

Municipal staff may request additional clarifying information from any or all Artists that submit a Proposal during the review process.

Following the scoring process, a recommendation will be made to the Council on the selection of the Artist determined to be the most qualified for the project.

An evaluation by a Committee and staff will be conducted and each proposal will be scored. Proposals will be evaluated on the basis of the following criteria:

Minimum Requirements:

- a) Proof of WSIB Coverage if eligible.
- b) Experience in similar projects.
- c) Complete submission as described in **Section G**
- d) Proposals must state the Artists' related business information.

#### Experience and Qualifications (20%)

- i. Evaluation of submitted portfolio (10%)
- ii. Similar project experience and qualification (10%)

#### Approach (30%)

- iii. Quality of the Artists' Approach (10%)
- iv. Proposed Schedule and Timeline (10%)
- v. Suitability of the proposed narrative (10%)

#### Budget (50%)

### **N. Accept or Reject Proposal**

The Municipality reserves the right to accept or reject any or all proposals and recommendations and may waive minor errors or omissions in any proposal. The Municipality reserves the right to select a Contractor, who in and upon our approval provides the most advantageous solution and demonstrates their ability to provide the expected outcomes of the proposals that will best serve the interests of the Municipality. The Municipality is not obligated to award the contract based on the lowest price or any other particular factor. The Municipality will not be liable or reimburse any firm for the costs they incur to prepare their proposals. The Municipality also reserves the right to substitute components where the

Municipality considers that an alternative may be more suitable and the right to modify any and all requirements stated in the RFP at any time prior to the possible awarding of the contract. The RFP does not commit the Municipality to award a contract or to pay any costs incurred in the preparation of a proposal or attendance at a pre-awarded meeting.

**O. Termination of Contract**

Either the Contractor or Municipality may terminate the contract, once awarded, at any time upon giving notice in writing at least thirty days prior to the date of termination without penalty or recourse. In the event of such termination, the Contractor will be paid for services up to and including the date of termination.

**P. Mural – Specific Considerations**

Artists may apply as individuals, or as a group of artists who may form a team to submit a collaborative proposal. The latter option may provide an opportunity for artists with less public art experience to partner with more established muralists and gain valuable experience and credentials. However, artists wishing to apply as a team should appoint and pronounce one (1) person to officiate as the main contact for the project. Delegation of project duties shall be listed in application along with a declaration for a one source of payment, as the group of artists should delegate how to divide their commissions/fees prior to an award.

Consideration of art mural that incorporates more than visual art is allowable. Hence, costs that pertain strictly to preparing a site specifically for the art or design work, such as slabs or pedestals, landscaping that's necessary for the art work or landscaping that is the artwork on the walls includes plantings or blends down into a mosaic tiled walkway with landscaping that is required for the work) are allowable.

Artists will retain the ownership of design ideas submitted with the application until a selection has been made and a contract signed between the artist and the Municipality. At the time a contract is awarded, the ownership of the design and artwork produced will become the property of the Municipality.

Financial compensation will be made in accordance with an agreed upon contract between the artist(s) and the Municipality.

Declaration by the artist(s) or group if currently receiving any funding which, upon award, is designated as an expenditure towards the Municipality's proposed project. Declaration should include any payment from any residency, another entity, third party or matching funding source, other than the Municipality for expenditures, salaries, fees, or supplies which may be related to this project(s). Please supply an explanation and, if applicable, proper documentation.

## Appendix A – Building Photos

Goose Nest Market:

16 Broadway Ave:



Corner of Main and Broadway:

96 Broadway Ave:

